

FSU-4.001 General Human Resource Policies.

Equal Opportunity, Employment, Child Labor and Nepotism.

(1) Equal Opportunity. The Florida State University is committed to providing equal employment opportunity and nondiscrimination towards applicants and employees with respect to race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status consistent with Federal and State law. This commitment applies in all areas employing students, and all University personnel. It is also relevant to those aspects of the University concerned with the choice of contractors, suppliers of goods and services, and to the use of University facilities. The determination of the best qualified individual for employment and promotion purposes is to be based on the individual's education, training, skills, and work experience. Discrimination against any individual because of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' or marital status, sexual orientation, gender identity, gender expression, or any other protected group status is expressly forbidden.

(2) Employment. This ~~regulation rule~~ prescribes Human Resources policies for Florida State University Administrative and Professional employees (A&P), University Support Personnel System employees (USPS), and Other Personal Services (OPS) employees, unless otherwise exempted from these ~~regulations rules~~ or inconsistent with an applicable collective bargaining agreement. ~~These rules shall have University wide application by authority granted to the Board of Trustees (Board) in Section 1001.74(19), F.S.~~

(a) Human Resources Programs.

1. The University President, as the Chief Administrative Officer for the University, shall be responsible and accountable for administering the human resources programs for the University. The word "University" includes the Board of Trustees and the word "Chief Administrative Officer" includes the President or lawful designee.

2. The Chief Administrative Officer shall establish and maintain all policies, procedures, and records which are necessary to substantiate compliance with all laws, regulations and rules relating to employment.

3. The University will administer a classification and compensation plan.

(b) University employees are those persons who are lawfully employed by the designated hiring authority, receive financial compensation to perform services for the University, and whose work is directed by the University. The term "employee" does not include volunteers or independent contractors. University employment consists of the following defined categories:

1. A&P: positions assigned administrative and management responsibilities or professional duties at the department/unit, or above. Employees in A&P positions designated in the Executive Service serve at the will of the Chief Administrative Officer, do not have tenure, and have no expectation of appointment beyond a 60 day notice period. Executive Service positions report directly to the Chief Administrative Officer or designee.

2. USPS: positions assigned professional, paraprofessional, administrative, clerical, secretarial, technical, skilled crafts, service, or maintenance duties.

3. OPS: at-will, temporary employment.

(3) Child Labor. The University must comply with the provisions of the Florida Child Labor Law, Chapter 450, F.S., Part I, in the appointment and employment of minors.

(4) Nepotism.

~~(a) Employment of related persons in a single organization unit or in work related organizational units is permitted, provided that such employment of A&P or USPS employees will not involve a conflict of interest, including but not limited to participation by the related person in making recommendations or decisions specifically affecting the appointment, retention, tenure, work assignments, evaluation, promotion, demotion, or salary of the related person. The President or designee responsible for the unit in which the relative will work shall determine and document in writing, prior to employment of related persons, that a conflict of interest will not occur. Such documentation shall be forwarded to the Assistant Vice President of Human Resources or Designee for approval prior to appointment.~~

~~(b) "Related persons" are those related to each other in one of the following ways: husband; wife; parent; child; brother; sister; spouse of a child, brother, or sister; or parents, child, brother or sister of spouse. Individuals that will result in a subordinate-supervisor relationship between relatives is prohibited, unless a specific exemption is requested and absent approved, in accordance with as described in the Florida State University Employment of Relatives (Nepotism) Policy. See 4-OP-C-7-L Employment of Relatives (Nepotism) Policy~~

(5) Non-Citizens. Before they can be considered for employment, non-citizens must possess sufficient documentation which permits gainful employment in the United States as determined by the United States Immigration and Naturalization Service.

Specific Authority BOG Regulation 1.001(3)(j) , BOG Reg. Procedure July 21, 2005 Law Implemented 1001.74(5) FS. History–New 9-30-75, Formerly 6C2-4.01, Amended 9-24-98, 4-16-03. Technical Change 1-2014, Revised list of protected categories to conform to BOT Non Discrimination Statement of 6-25-2010